



## Bilingual Events Specialist (French/English)

**Status:** Full-time (contract/ permanent)

**Location:** Toronto or Remote

### About the Institute for Canadian Citizenship

The ICC exists to unlock Canada for newcomers. Our programs include Canoo which welcomes newcomers to Canada by providing free access, via its app, to our national partner network of over 1400 parks, museums, galleries, science centres and other sports and cultural attractions. The ICC hosts 70 enhanced citizenship ceremonies each year nationwide. These ceremonies are a significant life milestone in people's lives, and we take this opportunity to welcome our new citizens and highlight the roles and responsibilities that come with a Canadian citizenship, with a particular focus on Reconciliation.

The ICC is founded and co-chaired by the 26th Governor General, The Right Honourable Adrienne Clarkson and the internationally acclaimed intellectual, John Ralston Saul. The ICC office is located in downtown Toronto with team members working remotely in different locations.

Our team is incredibly driven and passionate about our work. If you're looking for a diverse and exciting workplace, this is it: our 19 staff hail from 13 different countries.

### Job Summary

As Events Specialist, you will be part of a team planning virtual and in-person events. This involves researching and securing guests as well as planning and executing all the logistics of a live ceremony. You will be responsible for liaising with Immigration Refugees and Citizenship Canada offices across Canada, as well as helping to create and maintain our planning tools, resources, and bilingual templates.

We are looking for a talented event coordinator, who can handle pressure and is passionate about building a better, more inclusive Canada.

As Bilingual Events Specialist, you will report to the Events Manager.

### What you'll do

- Executing virtual ICC Enhanced Citizenship Ceremonies and support the development of resumption plans for other ICC initiatives
- Research and secure ceremony guests, including Indigenous representatives, speakers and performers.
- Manage and build relationships with governmental partners as well as venue partners
- Research and identify potential partner selection

- Research and identify opportunities to connect ICC events to other initiatives such as fundraising, advocacy, or our Canoo Program
- Support and develop communications materials promoting ICC events, such as website content, social media and internal documents
- Support the digitization of data through data entry and tracking in our CRM System
- Other special projects or assignments as assigned

### What you have

We're hiring just as much for the right fit as the right experience. The ICC is the right place for you if you are positive and passionate about making a positive difference through your work.

- Proficiency in speaking, reading, writing, and communicating in French and English
- Post-secondary education or work experience in planning events
- Strong interpersonal skills
- A positive mind-set and an ability to think critically
- Creativity, writing and editing skills that can communicate complex ideas in a clear and engaging manner to difference audiences
- Demonstrated ability to problem-solve, manage multiple concurrent projects with tight deadlines
- "All hands-on deck/can do" mentality – no job is too big or too small, we work as a team
- A valid "G" Driver's License and ability to travel

Additional qualifications that would be an asset:

- Experience with CRM system, i.e. Salesforce
- Other spoken or written languages

### Compensation

- \$50,000 - \$60,000.00

Plus 10% salary premium if you are professionally bilingual in English and French

- We offer a comprehensive benefits package, an extended health and dental group benefits package.
- Our approach to compensation is a conversation with you. We want to discuss compensation with you to make sure we get it right.

Interested applicants should submit their cover letter and resume to

[jill@peakperformancehr.com](mailto:jill@peakperformancehr.com) including why they care about inclusion in Canada by April 15 2022

**We thank all candidates for their interest but only those selected for interviews will be contacted.**

The Institute for Canadian Citizenship is an equal opportunity employer committed to developing inclusive, barrier-free recruitment and selection processes, and work environments that support a diverse workforce. If you require accommodation measures during any aspect of the recruitment

process, we will work with you to address your needs. Information related to accommodation measures will be treated as confidential.